

**Report Of The
University Librarian
The University Of Alberta**

1971-72



Cover. The book depository of the Education Library.
Photo by Roy Barter.

THE UNIVERSITY OF ALBERTA

REPORT
OF THE
UNIVERSITY LIBRARIAN
TO THE
PRESIDENT

For the period

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INTRODUCTION

"The first duty of a studious librarian must be to devote his time and labour to increasing the library in his charge . . . If he neglects increasing the collection, let him at least take care not to reduce it by losing the books committed to his care or letting them perish in any way . . . He is to repair in the same style bindings destroyed by age, remind readers to treat books decently, keep them in a fixed and safe place, and know the names or authors of individual volumes. But if there are too many books for him to remember the numbers and names, he must make a list on a loose leaf or in a notebook [grouping them by authors]."*

Thus, at the Abbey in Admont, Austria, in 1370 Peter von Arbon described the duties of an institutional librarian. At The University of Alberta 602 years later the Librarian and his staff believe that this past year they have been faithful to Arbon's preepts. Have we not spent much time and spared no expense in the selection and purchase of more books each half-week than the total of the Admont Abbey collection? Though we admonish users to treat books with respect, one rainy morning a girl was spotted holding a folio-sized book horizontally above her head, more concerned about damage to her coiffure than to our book. Having long since despaired of remembering the number and names of our books, or even listing them on a leaf or in a notebook, the cataloguers last year produced slightly over three-quarters of a million record cards. But our staff did much more for the users than was expected of librarians in medieval times. We searched for and obtained from libraries as distant as Australia some 5,519 books and articles wanted by our readers. Throughout the Library system reference librarians assisted readers by answering queries, ranging from the simple directional to the highly complex. Orientation programmes and lectures on bibliography and special subject material familiarized would-be users with the wealth of information available in our collections.

The non-appearance in September, 1971, of the projected number of students distorted the upward curve of enrolments. The effect was traumatic on campus for in recent years university planning has been based on the assumption that enrolments would continue to increase for several more years. Within the Library a re-examination of our schedule for reaching long-term objectives was undertaken, while detailed planning remained in a state of suspended animation awaiting the final decision on the budget level for 1972-73. The pall of uncertainty which hung over the campus affected collection development in that requisitions from faculty came in sluggishly until

*Hobson, Anthony. *Great Libraries*. p. 51.



The staircase of Cameron Library

near the end of the fiscal year—then a last wild rush of orders. However, among students there was no uncertainty about the educational value of books, for the same number of students as the previous year read more books on most subjects.

Though not a year of innovations, the Library Administration can report a year of development. A Department of Administrative Services, under the direction of Mr. Rod Banks, was brought into existence having under its jurisdiction support personnel, office services, and

accounting. Internal committees continued to study the feasibility of automating the ordering and cataloguing process, and at year's end had entered the detailed design phase. During the year a new library building, Rutherford II, gradually rose out of the ground. The Library Administration spent considerable time on planning space utilization and administrative patterns within the Library system after occupancy of the new library building occurs. The newly organized Accounting Division consolidated bookkeeping functions formerly in various processing sections. A cost-benefit study of the automated circulation service was undertaken and completed, and many of its recommendations implemented.

The Library Administration continued to follow library developments, and to participate in co-operative projects when these seemed to be worthy of involvement. Mr. G. G. Turner, Associate Librarian,

attended the spring meeting of the Association of Research Libraries. The Librarian attended meetings of the Committee of Prairie University Libraries; though an attempt to rationalize collection development among the institutions was made by devising a scheme for consulting other libraries prior to making expensive purchases (over \$5,000), the plan came to naught because each librarian is responsible to his own constituents and their research needs. The most concrete production of the above Committee was a union list of newspaper holdings in the region. Some senior members of our staff visited the Ohio College Library Center System and Regional Library Network in Columbus, Ohio, where an impressive project for co-operative cataloguing is now operational. As described under the heading "Cataloguing Department" our Library is involved in two co-operative schemes.



Mrs. Orest Starchuk presenting her late husband's collection of 3,000 slavonic books. (left) Mr. Bruce Peel, Librarian to the University. (right) Dr. Celestin Suchowersky, Slavic Specialist Selections Department.

The Library Committee met seventeen times during the year and a major topic of debate was a review of the library loan regulations. The Administration very much appreciated the advice and support of the chairman, Dr. J. Peter Meekison.

COLLECTION DEVELOPMENT

In the year in review the Library accessioned 140,262 volumes, a decline of 4,717 volumes. The Library purchased 78,604 titles in 98,734 volumes and 9,306 volumes of bound periodicals. The total accession number includes another 17,377 volumes of periodicals bound by the Library, consisting largely of current journal subscriptions. The intake from outside sources included 9,126 gifts and free materials. A total of 34,086 government documents and business reports were received. The Library added the following types of micro-materials: 4,324 microfilms, 31,480 microfiches, 6,734 microcards, and 955 microprint. The Education Library supplemented its audio-visual collection by a miscellany of materials from cassettes to overlays. A notable feature of collection growth this year is that books ordered were less, not so much because of reduced funds as the sluggish ordering by teaching departments until the last two months of the year; these latter books had not been received at the time of the writing of this report.

The most significant donation of books ever made to the Library was received at a ceremony on February 14 when Mrs. Orest Starchuk presented her late husband's library of 3,000 books relating to Slavonic literature and culture. Dr. Starchuk in the decade of the 1950's had been very active in building up our Slavonic holdings. As a consequence of this interest today our Library can boast one of the finest Slavonic collections in Canada; it is fitting that his private collection should become part of the area collection he helped to build.

The many other donors to which the Library is indebted are listed in Appendix 4.

USE OF LIBRARY MATERIALS

Library users borrowed for external use 989,594 books, a decrease of about 7,000 (-.7%) volumes over that of the previous year. This statistic creates a false impression of the actual borrowing pattern since the decreased use was limited mostly to the Undergraduate Reserve Room (-24%) and the Education Curriculum Laboratory (-39%). In areas other than the above there was a noticeable increase in the use of books as follows: Humanities and Social Sciences, 15%; General Sciences, 20%; Medical Sciences, 11%; Education Main Collection, 15%; Undergraduate General Collection, 11%. The use of the micromaterials was up by 18%. Thus it will be seen that the smaller number of students actually made a heavier per capita use of library materials in most areas.

An interesting development is the greater use being made of

Canadian newspapers, both files from storage and microfilm copies, with the increasing emphasis on Canadian studies.

This past year the Library did not keep statistics of the internal use of books, but our findings in former years have been that the total internal figure always paralleled and slightly exceeded the figure for external use. Thus it can be assumed that a million volumes were examined in our open stack collection.

For the first time in many years the Interlibrary Loan Service reported a decrease in the number of requests submitted from our clientele by 7.3%. However, as far as the work load for the staff was concerned, this was offset by a 6.4% increase in the number of transactions; many items were difficult to locate and required detailed searching on the part of our staff.

Photocopying Services combined with other xerox machines in the Library system produced a total of 841,649 copies. The number of micromaterials enlarged into hard copy totalled 8,956. On the coin-operated machines Library users reproduced the impressive number of 1,081,333 copies. The total number produced on all of these machines stands at 1,931,938, showing an increase of 134,306 over the previous year. This increase is largely accounted for by the recently introduced practice of producing catalogue cards on the xerox copier; they amounted to 388,893.

STAFF

Mr. Rod Banks, head of Administrative Services, reports as follows:

Probably due to the University budget restrictions, the 1971-72 fiscal year saw a decline in the turnover rate of Library support staff. The number of resignations was 121, compared with 130 in the 1970-71 fiscal year. The number of budgeted positions has also decreased from 305 to 300.

On November 15, 1971, Mr. Jerome Howell was appointed Personnel Officer for the Library system. One of his first ventures was the organization and implementation of a supervisory training programme for Library personnel, which is presently underway.

Also in the area of training, a public relations workshop for support staff in the public service areas, organized by the Personnel Assistant, Mrs. Nadia Kreptul, is now in operation. Another project being planned is the reorganization of a support staff orientation programme.

The job evaluation survey, begun by the Library last year, is now being implemented on a campus-wide basis. Library support staff will be asked to participate in this survey over the summer months of the fiscal year 1972-73.

The Employees' Council, a representative body elected by the employees in various locations and departments of the Library system, has been

encouraged to take a more active role in communicating the opinions and feelings of Library employees to the Library Administration.

One senior professional position, that of Education Librarian, was filled during the year by Mr. Dwain Weese following the resignation of Miss Nancy Pappas. Other appointments of professional staff, arranged alphabetically, were: Mrs. Betty Buseh, Mrs. Noeline de Groot, Mrs. Marianne Jamieson (reappointment), Mrs. Vera Kunda, Mrs. Marie McPherson, Mrs. Sally Manwaring (reappointment), Mrs. Pat Rempel, Mr. Alan Rutkowski, Mrs. Cheryl Sanford, and Mr. Victor Suderman.

Eleven professional staff resigned, namely, Miss Nancy Baird, Mr. Ernie Bird, Miss Trudy Bodak, Miss Beverley Chandler, Mr. Ken McKenzie, Mr. Robert McWilliam, Mrs. Judy Meyers, Mrs. Christine Reid, Mrs. Anne Sawa, Mrs. Patricia Schick, and Mr. Bruce Worden.

Three professional librarians were transferred within the system.

The Library staff was saddened by the accidental death on March 25 of Miss Mary Alice Scott, a popular and efficient librarian in the Periodicals Department.

STAFF ACTIVITIES

The professional staff of the Library, as in other years, participated fully in local, national and international professional activities. At the Canadian Library Association conference in Vancouver in June, this Library had 32 persons in attendance.

SYSTEMS PLANNING AND DEVELOPMENT DEPARTMENT

A major reorganization of the Systems Department was implemented early in the year. Research and planning analysts now work with the client department's personnel as a team on the various projects rather than having the Systems Department operate as a self-contained unit. The value of this closer relationship has been demonstrated.

The automated circulation system handled a volume increase of approximately 10%. A review of the system was carried out by Mrs. Susan Spencer and a number of recommendations on the ways of increasing efficiency and benefits was made. Most of them are now implemented.

An analysis of the cataloguing procedure, with a view to introducing an automated cataloguing processing system, was carried out and a variety of automated systems were investigated. At present, card sets are created by duplicating the bibliographic record that has been

manually typed. Then added entries and shelving and filing locations are typed on the duplicate copies. The new automated system

will reduce the number of times the same information is retyped or keyed and, at the same time, will create a data base in machine-readable form. This data base opens up new potentials in the area of information services. With the new system all cataloguing information will be entered in the keyboard display terminal on-line to the computer from worksheets. This keyed-in data will then be checked for accuracy by sequentially displaying the information on the screen. Once a day the data will be processed by the computer, thus generating all catalogue card sets, circulation book cards, spine labels, book pockets, and also append the history tape, and build the bibliographic data base.

Implementation is scheduled for March 1973.

Similarly an acquisition system has been designed which will interface with the cataloguing scheme. With the new system, purchase orders will be prepared by entering purchase data on keyboard display terminals.

After the data for one purchase order have been entered they are transmitted to the computer by the press of a button. If any essential datum has been omitted it is immediately flashed back on the screen. Once a day the computer will access the vendor file, check for duplicate orders, and print the purchase orders. At the same time it will maintain files on books-in-process, funds by departments, standing orders, accounting and voucher information. One keyboard display terminal will be located in the accounting section for entering invoice and voucher information upon receipt of a book. A magnetic tape containing the voucher information will be passed on to the Comptroller's office each week thus eliminating keypunching in the latter office.

The hope is that the automated acquisition system will be economically viable.

With the imminent opening of Rutherford II the need for a periodicals holding computer print-out is becoming urgent. Work has begun defining the essential data elements for the record. This is the first stage in the development of a serials information system.

Upon demand the Systems Department provided a number of information files on the library's holdings for persons both within and without the Library. A sub-committee of the Library Committee has been asked to look into the feasibility of information studies and retrieval. The first problem is to define exactly what role library automation can play in mechanized information retrieval services and information networks. Should our library be involved in the development of expensive information indexes when more of these on magnetic tape are becoming readily available commercially?

The department head, Mr. Joseph Lloyd-Jones, concludes his report with the statistic of 360,254 records keyed and verified during the year.

SELECTIONS DEPARTMENT

Miss Lilian Leversedge in her report on the Selections Department states that although several teaching departments expressed a desire to have library subject specialists, or assistance in selecting materials, the shortage of selection staff limited the service that could be given.



Manuscript on vellum in black and red with wooden covers and leather carrying case, written in Geez (Ethiopic language) Size $3\frac{1}{2}$ " \times $2\frac{1}{2}$ ".

The Slavonic and Eastern European specialist, Dr. Celestin Suchowersky was preoccupied with the selection of materials for Russian history, Soviet political science, and Slavic languages and literatures. As part of his duties he took an active part in all meetings of the Interdepartmental Committee on Soviet and East European Studies, and also on occasion lectured on Slavonic sources.

Mr. Keith Wikelcy, specialist in the Italian and German languages, was engaged in working on the consolidation of the Library's holdings

in Italian literature from the beginnings to the 16th century. He gave a course for graduate and senior honours students, "Italian 690: Bibliography and Style". He has also been involved in the indexing of some 19 journals for the *MLA International Bibliography*. Two bibliographies on Italian literature are in the course of preparation.

Mrs. Maud Bal and Mr. Gilbert Delplanque also surveyed the Library's holdings in contemporary French authors and continued to work on the development of the French-Canadian collection. In view of the Canadian studies programme under consideration at this University, Mr. Delplanque's estimate of the number of titles in various categories of our French-Canadian collection is of interest.

- 30 periodical titles
- 100 titles in philosophy
- 250 titles in religion (including large sets)
- 100 titles in general Canadian history
- 1,700 titles in French-Canadian history (many of major importance)
(including 800 titles in Special Collections)
- 100 titles in folklore
- 700 titles in social sciences
- 200 titles in political sciences
- 800 titles in law
- 600 education titles located in Education
- 250 education titles in Cameron
- 100 microfilms (including theses)
- 20 newspapers on microfilm
- 250 titles on the performing arts
- 60 titles on fine arts
- 400 titles in science (including 50 on Expo 67)
- 100 titles in Medicine
- 100 bibliographies in Cameron
(plus some in Reference and Library Science)
- 4,500 documents

In the field of English literature, Mrs. Chen checked the annual Romantic Movement bibliography in *ELH* (1937-49), *Philological Quarterly* (1950-64), and *English Language Notes* (1965-70). Our library has a respectable 82% of the titles listed.

Mrs. Winzer has done some work on a bibliography of Utopian writings and has also embarked on an ambitious survey of the Library's South East Asia collection. She has turned her special knowledge and interest in this field to good account.

BOOK ORDER DEPARTMENT

Mr. David Emery reports:

The year 1971-72 may be characterised as one of crisis and anticlimax. Threats of 'disaster budgets' and gloomy prognostications concerning the future, filled the air with an aura of impending doom. The general atmosphere of depression proved so infectious that many teaching departments seem oblivious of the fact that their financial situation, though relatively constrained, was hardly to be defined as penurious. The result was that the Book Order Department experienced a considerable period of frustration and tension, while awaiting the inevitable inrush of requisitions which finally materialised in late February and March, immediately prior to the termination of the fiscal year.

One compensation derived from this period of slack activity was that it became possible, at last, to give some attention to the problem of the "Woods" and "Powers" Collections of Western Americana, which had been reposing in limbo for four years . . .

In pursuit of the goal of implementing title-searching in the pre-order search procedures, the In-Process File was reorganised by title . . . [It] brought to light a number of problems which have not been publicized by other librarians who have chosen to arrange their On Order File after this fashion. It was found to be essential that a code of filing rules should be drawn up in detail. The result may appear somewhat idiosyncratic to the outsider, but it was aimed at simplifying the problem of manually arranging and accessing a large, heterogeneous file, which ranges from 60,000 to 80,000 items.

The revised procedures for the handling of the library financial accounts have now operated for a full, twelve-month term, and the benefits experienced have fully justified the reorganisation. Information on the status of book funds has been readily forthcoming on a regular and ad hoc basis, and a pleasant and effective working relationship has been established between the Book Order Department and the Accounting Division, due in a very great measure to the co-operation and enthusiasm of Mrs. Marlene Sherban, the Supervisor. The detailed design of the revised accounting system has permitted the input of various categories of data, which can now be analysed over a full fiscal period so as to afford both comprehensive and detailed information on the nature of book-fund expenditures. This should prove of considerable assistance in planning future budget allocations and acquisition programmes.

The proposals of the accounting survey with respect to a centralized accounting division having been approved, responsibility for the maintenance of all accounting records and the distribution of fund statements was transferred to the Accounting Division at the commencement of the fiscal year. This resulted in the transfer of three staff positions . . .

Investigations related to the proposed automation of the acquisitions system revealed that 26% of pre-order search time is devoted to checking requisitions in the National Union Catalogue, with an estimated 47% hit rate.

During 1970-71 the average number of orders despatched per month was 5,520; for the first eleven months of 1971-72 this dropped to 4,400. Nothing illustrates more dramatically the lower rate of order traffic experienced for the greater part of the year under review. This emphasizes

a continued decline in the number of items ordered per year, a trend which manifested itself during 1970-71, and which cannot satisfactorily be explained by reference to the decreasing book funds. Taking into consideration the increasing percentage of requests for material already in the system (27.4% in 1971-72) one may conjecture that the purchasing programmes for current and retrospective material are beginning to catch up with faculty requirements.

The average number of books received per month amounted to 8,228 as compared with 10,234 in the previous year. In addition, totals of 1,661 and 7,465 volumes respectively were received as gifts and free materials. Furthermore, work on collections presently in storage resulted in the processing of material as follows:

Powers Collection	1,303 volumes
Woods Collection	929 volumes
Leseverein Collection	1,749 volumes
Salzburg Collection	180 volumes
Total of volumes	4,161

An interesting development in the past year has been the expanded use of air freight for the shipment of book consignments from the British Isles and Europe. Use of this facility reduces the shipping time from 4-6 weeks to 10 days, and the service is provided on a basis of a freight charge of approximately 10% of invoice value, as compared with 5% for surface mail. The additional charge of 5c in the dollar would appear to be justified in terms of the immediate benefits available in the speedier turnaround of orders and better service to readers.

As at the end of the fiscal year, March 31, 1972, the total book appropriation was \$1,979,041.01, distributed as follows:

Regular Orders	\$1,211,014.71 (61.2%)
Periodical Back-Orders	\$436,736.30 (22%)
Blanket Orders	\$207,310.00 (10.5%)
Standing Orders	\$123,980.00 (6.3%)

Funds committed, but unspent, representing books ordered but not yet received, totalled \$383,632.52 amounting to 32% of the sum allocated for regular orders, an increase of 13% over the previous year. This is directly attributable to the fact that a large proportion of the book fund was not committed until late in the year, when it was impossible to receive material and pay for it before the termination of the fiscal period.

The Standing and Blanket Order Section continues to carry on as a strong and vigorous operation. The number of standing orders increased from 6,069 to 6,425 and a total of \$135,303.18 was expended. Expenditure on blanket orders was \$129,668.76 for a total of 18,516 volumes, a decrease of 2,315 volumes over the previous year. This may be accounted for by the fact that more vigorous standards of selection were applied to the material supplied on the Abel blanket order for U.S. imprints; current fiction was excluded, and a general decline in the quality of material shipped to us was noted. This would appear to indicate a decrease in the book production of scholarly material, which is supported, to some extent, by published statistics. These indicate a reduction in the titles published in the fields of history, business, literature and religion, and a decrease of 13% in book imports into the United States.

OUT-OF-PRINT SECTION

Mr. L. E. S. Gutteridge, the Out-of-Print Officer, reporting on the search for books in our desiderata lists, states that 6,801 books were obtained, an increase of 387 volumes over the previous year. Since each year, in theory at least, the Library gets at the "hard core" of our desiderata, any increase is quite commendable.

CATALOGUING DEPARTMENT

Mr. Seno Laskowski, Chief Cataloguer, reports:

If statistics are a measure of success or failure then 1971-72 can be considered another successful year of operation for the Cataloguing Department. A total of 120,114 volumes were catalogued and processed, 1,891 more than in the previous year, and 73,812 new titles were added to the collection, an increase of 7,000 over last year. Over one million cards were xeroxed and close to half a million cards filed in the union catalogues. For the first time in many years the number of volumes catalogued also exceeded the number of volumes purchased and consequently a small dent was made in the existing backlog.

The year saw two major innovations; namely participation with eight other libraries in the shared cataloguing programme and the introduction of the ticked tracing approach in the subject card catalogues.

On July 15, 1971 the Library joined with eight other Canadian libraries in a scheme of shared cataloguing. Seven of nine participating libraries have divided the letters of the alphabet amongst them. Our Library is responsible for titles beginning with the letters N, O, P and R, and supplied the other libraries with cataloguing copy for all books with an imprint for the current or previous year. Similarly, the other participants supply our Library with copy for the titles beginning with all other letters.

The University of Calgary is responsible for Latin American titles and the University of Ottawa supplies copy for books in French.

An average of 110 catalogue cards per month, supplied by the other libraries, were used by the department. For the same period we catalogued approximately 170 titles per month for the shared cataloguing programme.

Owing to dissatisfaction on the part of the Law Library with the existing law classification scheme, it was agreed to set up the Library of Congress KF law classification schedule as modified by the Law Libraries of Manitoba, York and Windsor, for the classification of legal materials of the United States, Canada, and other Commonwealth countries. At the same time arrangements were made to participate in the shared cataloguing programme of the Law Libraries in Manitoba, Windsor and York. One major project still to be undertaken is the reclassification of approximately 15,000 titles from the old to the new classification scheme.

Late in 1971 a beginning was made on the tick tracing project for the subject catalogues. This involves typing a raised guide card for every

subject heading and every reference in use in the main and branch subject catalogues. Temporary staff was hired for the period January to March. At the end of the fiscal year the typing for the project was approximately one-third complete . . . The final result will be well worth the time and effort involved.

There have been delays in the design and implementation of the cataloguing automation system caused by a number of critical factors. However, decisions have been made on the design of the overall system, which is to be an on-line system for data input using CRT terminals and a batch process for production of catalogue cards, book cards, and update runs; use of MARC II as the bibliographic format; the development in stages of name and subject authority files, and the use of MARC tapes for bibliographic input at a later stage (phase II) in the development of the system.

PERIODICALS DEPARTMENT

Mr. Eugene Olson, Periodicals Librarian, submits the following report on the complex operations of his department.

The recorded loans in the Periodicals Reading Room (5,958) dropped 20% over the previous year. The reduction can be attributed to an increased number of "Library use only" titles and to a reduction in the stock of individual non-current issues through our binding programme. Nevertheless the number of recalls increased. This is probably the result of faculty members taking greater advantage of their non-fineable status to keep material out after its return date. The number of short reference questions increased by 11% . . . There was a net increase in the stock of current periodicals housed in the Reading Room from 3,233 to 3,421 titles, despite the loss of 197 periodicals through cessation, cancellations, and location transfers.

The pattern of request for delivery of old newspapers from storage (in Rutherford I) indicated a more diversified use of our collection than in previous years. When considered in relationship with our acquisition of more files of microfilm, it is obvious that newspapers are being used more intensively and more frequently in student work. This increased emphasis in the use of newspapers was evident in the field of Canadian history and politics in particular, and the social sciences in general. The five most frequently consulted newspapers are the *Montreal Star*, the *Washington Post*, the *Province*, *Le Figaro Littéraire* and the *Ottawa Citizen*, but these account for only 20% of the total requests.

A major advance in the size and quality of our newspaper collection was the purchase of additional microfilm subscriptions and back files of Canadian and foreign papers. At present there are 39 subscriptions to microfilm editions of newspapers. The selections were made as a result of the efforts of the Newspaper Review Committee referred to in last year's report.

Arrangements were made to acquire 1,895 additional periodicals. Broken down by method of acquisition, the total consisted of 1,412 by subscription,

70 by exchange agreement and 412 free of charge. The addition of these acquisitions minus the withdrawal of 654 items on the active file makes a subscription list totalling 15,173.

The subscription fund for the past year was set at \$358,000.00 . . . During this period there was an over-expenditure of \$16,099.29. For the coming period a revised coding method for invoices will provide data on subscription expenditures which will distinguish between payments of new titles and established titles, and between payments appropriate to the current fiscal year, and late or advance payments for periods outside the current year. This method of coding together with the development of a card file which identifies which titles have not been renewed, should provide reliable cost predictions for maintaining our subscription list for the future.

A total of 169,117 items were received in the mail. Of these, 120,919 were checked in as periodicals, 33,986 were checked in as newspapers, 7,414 were routed to the Documents Reading Room and 6,798 unsolicited items were discarded or passed on as sample issues. This represents a 9% increase over the previous year's estimates and was accomplished with no increase in permanent staff and despite a high turnover rate in the check-in clerk positions . . . During times of shortage of staff and following statutory holidays, the pile up of mail has often taken on crisis proportions.

In the ordering of back files some changes were noted in the kind of material received. A much smaller proportion of back files was in bound form. Almost three times as many microfilm reels were received compared to 1970-71. Another interesting phenomenon was that the size and number of complete runs decreased while the number of fill-in single issues and volumes increased. The heaviest back files purchases were made out on the Periodicals General Fund. Other major purchasing was done in the subject areas of law, engineering, medicine, chemistry and philosophy.

The secondhand periodicals market is in a strange state. Prices for items cannot be reliably predicted as some companies are discounting stock below what used to be competitive prices. Others are offering only scattered issues in response to bids for full runs. I get the impression that established companies are no longer interested in the regular back file and back issue business and may diversify into micromaterials. During the past year, we had to arrange for more xerox and microfilm copies to fulfill requests than before, because the material was not available in original issues.

The Back Order Receiving Unit obtained 5,273 bound volumes, 8,746 unbound volumes, a total of 14,019 volumes. In addition, the Library obtained in microform periodical material as follows: on microfilm 58 titles totalling 5,675 reels; on microcards one title of 181 cards; on microfiche 14 titles on 1,073 fiches.

In the cataloguing and added volume section statistics indicate increased productivity. This is attributed to the continuity of staff in key positions, some simplified procedures, and more effective efforts on the part of the nine people in the section. Titles permanently catalogued

increased 52% to 3,119 volumes. Total cataloguing (excluding revisions) increased 15.4% to 3,643 volumes.

The total of bound volumes added to the collection was 26,683 made up of 9,306 received through back orders, and 17,377 returned from the bindery.

The two most significant accomplishments of the fiscal year under review were the general increase in productivity in current subscriptions and cataloguing, and the introduction of a better claims operation to control and repair lapsed subscription service.

MAIL INWARD AND OUTWARD

The Senior Mail Clerk, Mr. William Peters, retired in early April, 1972 after twenty years service with the Library. Mr. Peters saw this section grow from a position that required one person only a few hours per day, to one that now demands a full-time staff of two, handling in the current year 4,513 bags of mail received, and 504 bags posted. The latter number represents 147,642 individual items. These figures show an increase of 637 bags received over last year's total, but a decrease of 42 bags posted. There was also a corresponding decrease in the individual items posted of 33,330. The decrease in the total



Mr. W. Peters, mailman,
who retired after 20
years service.

cost was insignificant, despite the large drop in items posted, because of the increase in postal rates in Canada.

BINDERY PREPARATION UNIT

Mr. Alan Rankin of the Bindery Preparation Unit states that the decrease in acquisitions was reflected in the work of his department.

The Library bound a total of 35,454 volumes, a decrease of 840 volumes over the previous year. The Library departments sending the largest number of volumes, mostly periodicals, for binding were General Sciences (7,067), Periodicals (5,285) and Medical Sciences (3,417). The breakdown by type of material bound was as follows: 18,248 journals, 9,427 checkbinds, 2,965 books, 3,512 rebinds, 1,248 perma-binds. The total expenditure of \$157,837.00 was 2% down from the previous year.

CIRCULATION SERVICES

Last year's annual report indicated that Circulation Services in all Library units except the Law Library, had been consolidated into one department with Miss Norma Freifield as Co-ordinator. The amalgamation was made possible and desirable by the implementation of an automated system. This year's report indicated that although the student population did not increase, the number of books circulated did. They increased from 10% to 20% at all the service points with the exception of two: the Curriculum Laboratory and the Undergraduate Reserve Room. These showed a decline in circulation of 39% and 24% respectively. The number of books circulated for external use through the automated system was 917,476. Consequently the total circulation (including manual and reserve room) within the automated system, increased by only 4%.

The Cameron Circulation Unit had by far the heaviest work load in the system and has coped well considering some of the problems encountered. Queues of borrowers at the Circulation Desk were not infrequent and factors causing these bottlenecks were the increased circulation of books from all floors, and the consolidation of the service at one checkout point. Basically what was needed was an additional terminal and also the terminal at the back of the area moved to the front desk; financial stringency prevented these changes. Still another factor was terminal breakdowns caused by the heavy work load.

The Education Circulation Unit improved the service by making practices consistent with those of other units. Here too, there were mechanical failures in the terminals.

In the Rutherford Undergraduate Library the borrowing period for books was shortened from two weeks to one week. The reaction of users was favourable. The shorter loan period increased the number of circulation transactions.

The reserve book operations in the Undergraduate and Education libraries were consolidated under one person, but the venture was not successful in that it was impossible to supervise in two places at once. The undergraduate reserve service operated under extreme difficulty at the beginning of the University term because of the building of Rutherford II, to which we refer later.

The Circulation Services office processed 5,566 new applications for library cards. At present ID cards are revalidated each September but it may be necessary to issue new ones annually because of the wear and tear. Borrowers reported 491 cards lost; 1,597 students withdrew, and 1,043 borrowers were suspended (326 were later reinstated).

The stack staff of the Cameron Library has streamlined its procedures for returning books to the shelves. The Library's checkpoint and patrol system under the direction of Mr. A. Lyon worked successfully.

In summary the past year has seen the consolidation of the circulation services with comparable standards established throughout.

HUMANITIES AND SOCIAL SCIENCES REFERENCE DEPARTMENT

The Reference Librarian, Mrs. Olga Anderson, reports as follows: The year was particularly rewarding in that firstly it provided a more active user-oriented reference service and secondly, we achieved much closer working relations with individual faculty members.

The integration of the reference services in Interlibrary Loans, Documents, Micromaterials, and the Catalogue Information Desk, as well as the Reference Reading Room, by utilizing reference staff to work in all these areas, enabled us to provide users with a more unified and co-ordinated approach to reference service. The department has also tried to library representatives enlisting their support in library orientation that reference service should not be limited to one department.

A major project undertaken early in the year was to engage in an active public relations programme to publicize the resources of the Library and its services. A series of bibliographic seminars which were widely advertised, the distribution of a mimeographed one-page handout to all faculty members advising them of our services, and individual approaches to library representatives enlisting their support in library orientation lectures, helped us to implement the services described in the various sections of this report.

Reference librarians within this department were also extremely active during the year in initiating, designing, and producing a wealth of orientation handouts used at information desks in addition to compiling bibliographic guides to reference materials.

The quality of the reference collection was maintained and updated in accordance with the policy on the "Selection and maintenance of the reference collection" adopted the previous year. Since no major develop-

mental projects were undertaken, the number of volumes added to the collection was considerably smaller than in previous years. 785 titles in 1,922 volumes were added. Some 700 superseded volumes were transferred to the main collection. The Reference Department received 278 periodical subscriptions to indexes, serial bibliographies and abstracts. Of these 51 were new titles and 16 titles were transferred out of the department or ceased publication. To the pamphlet file 224 were added and 353 weeded and discarded. The department received 1,570 university calendars.

The most significant achievement in the services provided was the increased participation of reference librarians in lectures, seminars and library tours. A total of 153 lectures were given to all levels of students compared with a total of 41 such lectures given last year . . . On the whole, a total of 44,860 (40,578 previous year) reference questions were recorded from all four service desks within the department, an increase of over 10%. When interlibrary loan verification is added to this year's reference statistics, the total number of reference questions recorded is 47,616, an increase of 17.3%.

As a result of a user study conducted last year the Reference Information Desk operated with a considerable decrease in hours of service. Service was discontinued in the evenings and weekends during the spring, fall and winter intersessions, while winter hours were reduced from 7:45 a.m. to 8:30 a.m. weekdays with no service on Friday evening and Saturday morning. To compensate for decreased hours of service, reference staff attempted to provide a more intensive reference service during the peak hours of demand which seem to be between 10:30 a.m. and 2:30 p.m.

Of the 21,233 questions recorded this year, 2,967 were received by telephone. The statistics show a significant decline in the number of long reference questions. This is largely due to the re-definition of "long reference" questions which no longer includes instructional questions and interlibrary loan verifications.

The categories of reference questions recorded at the Reference Information Desk were as follows: 13,982 (66%) quick reference and directional; 3,827 (18%) involved instruction in the use of indexes, bibliographies and the Union Catalogue; 467 (2%) were long reference questions involving the searching of several reference sources; and 2,967 (14%) were telephone questions. The total was 21,233. To this total could be added 2,756 interlibrary loans verified, and 369 calls for assistance in the micromaterials area for a total of 24,358 requests.

An analysis of questions recorded by the month shows that the busiest was November, followed by February, March and January.

Mr. C. D. Sharplin, Co-ordinator of the Catalogue Information Desk, reports that six library departments continued to provide thirty librarians for staffing the Catalogue Information Desk. The question total increased by 15% to 13,858.

Library Instruction and Orientation

Approximately 153 lectures and tours were given to all levels of users compared to 41 such lectures given last year. The types of orientation could be categorized as follows:

Library skills to freshmen	80
Bibliographic lectures and seminars to senior and graduate students	553
Orientation for new faculty	3
Orientation for library staff and Library Science students	13
Tours for high school students and community groups	4

The increase in lectures can be directly attributed to the efforts of the Reference Department in publicizing its willingness to co-operate with teaching departments in planning programmes of library instruction. The faculties of English, History and Business Administration were especially helpful in working out programmes.

A seminar series on aspects of the library service was arranged, and advertised by means of a brochure. In addition, reference librarians offered tours of the Cameron Library. Invitations were sent out to new faculty members to visit library areas of interest to them.

Interlibrary Loans Section

As reported by Mrs. Elizabeth Schwob, interlibrary loan statistics indicated a decrease of 7.3% in the total number of requests for materials from outside our Library, reflecting the smaller number of graduate students and faculty members using this service. On the other hand, there was an increase of 12.3% in the number of requests received from other libraries. Although there was a 7.3% decrease in the number of requests submitted (6,766), there was a 6.4% increase in the number of transactions (11,623). This is an indication that the type of material required is more specialized, requiring more searching. The University of British Columbia Library continues to be our major Canadian source. This may be because its holdings are included in the National Union Catalogue. The University of Toronto was our second best source. Whenever possible, we try to borrow from Canadian libraries other than these two, in order to lessen the demands on them. We have also tried to follow this practice in the United States where the Library of Congress, Harvard, and Yale are concerned, and have been borrowing more heavily from the libraries in the West and Middle West. Of the total of 8,950 incoming requests, 4,185 or 46.7% were from libraries in the Prairie region.

The number of requests from teaching staff indicate that Romance Languages (996 requests), English (824), and Medicine (396) were the heaviest users of the service. A 33% increase in the number of requests submitted by the Department of Romance Languages is due mostly to six graduate students whose research is unrelated to materials in this Library, and the 39.7% increase from the English Department is a reflection of the 154 completed requests of one faculty member.

The number of telex messages sent (8,974), and received (5,957), continues to rise, as the number of messages sent by mail decreases. Several more Canadian institutions have installed telex units in the past year.



The girl with the naturally curly tape. Education Curriculum Library.

Micromaterials Reading Room

Miss Margaret Salmond reports that the use of the micromaterials collection and the reading facilities continued to expand during the year, due to the growth of the collection and an increased student awareness of its existence. The number of people using the reading room was 4,335, a 16% increase. The number of microfilm reels used was 10,002, a 24% increase and the number of fiches used was 1963, an increase of 8%. The total circulation was 12,469 items, an increase of 18%.

The number of new items received this year was less than the previous year, in all formats. Newspapers on microfilm constitute one of the largest groups of material. Several Canadian newspapers on microfilm have been ordered to strengthen our research resources.

Documents Reading Room

Dr. W. Hyrak reported that a total of 34,086 government documents and business reports were received and processed. Approximately 50% of these items were acquired through depository arrangements with the Canadian Federal Government, the United Nations, UNESCO and FAO. The leading sources of incoming documents were the Canadian Federal Government, (9,310), the United States Government (6,328) and the United Nations (5,561). The most notable additions were:

The British weekly Hansard (House of Commons and House of Lords).

The checklist of U.S. public documents, 1879-1970 (microfilm, with printed indexes).

The U.S. official congressional directory, 1931-1968.

The Congressional information service (microfiche with printed indexes).

Some major policy decisions were made for instituting a systematic plan for developing the documents collection, and for procedures to establish a central Documents Record for all government publications in the Library system. Several policy changes were also made for the relocation of different types of government publications. Resulting from these changes in policy, 30,524 documents were transferred from the Documents Reading Room to the General Sciences Library. The total number of items housed in the Documents Reading Room at the end of March was 202,345.

RUTHERFORD UNDERGRADUATE LIBRARY

"Plus ça change, plus c'est la même chose" says Mrs. Margaret Farnell in writing of the year just passed. The operation of this library was affected by the construction of Rutherford II. Pile-driving commenced on our doorstep in May, and continued throughout most of the summer. A new entrance into Rutherford I was cut through from the west and this interfered with the operation of the Reserve Reading Room. Though the main door of the Library, which now led to the excavation, was locked, a few intrepid souls circumvented fences, excavations, and cranes and for a time continued to return books in the depositories on either side of the barricaded door. Library service continued under duress during the move to new quarters of the Faculty of Law and the relocation of the School of Library Science in the evacuated space.

A third dislocating factor was the implementation of the recommendation of the Mulhall report which saw circulation services removed from the control of the Undergraduate Library, and centralized under the newly-created Circulation Services.

The Undergraduate Library collection grew by 6,967 volumes, bringing the total to 70,141 volumes. The recommended size for an undergraduate library collection is between 50,000 and 100,000

volumes. Subscriptions to 39 new periodicals and one newspaper were added during the year, and 207 pamphlets to the vertical file. The Undergraduate Librarian and Mr. Olin B. Murray, Jr., the Collection Development Librarian, continued to discuss the relevance of the collection, especially the problem of weeding out-dated material.

The professional staff of the Undergraduate Library was augmented by one librarian, Mrs. Margot McBurney, who assisted Miss Margaret Auxier with reference work and collection building, and with the orientation programme for freshmen.

The total circulation of the open shelf collection increased by 11% to 124,340 volumes.

Meantime, the circulation of the reserve collection decreased by 24% to 71,307 volumes. This decrease was caused by the physical inconvenience of access resulting from construction. Mrs. Hanna Bednarski reports that she placed 3,900 books and 5,100 pamphlets on reserve for 594 different courses as compared with the previous year when more books were placed on reserve for fewer courses. The closing of the Cameron Reserve Reading Room in September and the transference of the books to the Reserve Reading Room in Rutherford resulted in a larger number of courses being represented.

The reference section reported fewer questions compared with the previous year, presumably because construction did not create an atmosphere conducive to study in this library.

The Summer Session circulation decreased slightly to 7,264.

The Undergraduate collection was made available to the students of Grant MacEwan Community College, and a telex link was installed. College staff collected the books requested once per day.

During Freshman Introduction Week the same orientation tape-slide programme was presented as the year before, to approximately 4,500 students. Mrs. Margot McBurney participated in giving a series of lectures for freshman English students.

In August 1971, when the School of Library Science was transferred to the Rutherford Library, the former Law Reading Room was set up as a Library Science Reading Room. It contains the "Z" class books from the main collection and in addition bound and unbound periodicals in that subject field.

GENERAL SCIENCES DEPARTMENT

The Science Librarian, Mrs. Emma MacDonald, reports as follows:

The collection development activities this year in the General Sciences library emphasized the agricultural and biological sciences. Bibliographical and other assistance was provided for the recently created Department

of Forest Science in planning an adequate collection to support their teaching and research needs. Considerable work has been done in duplicating titles in the Medical Sciences library which will be needed by science-oriented borrowers when this library is transferred to a new location in the medical complex. Special funds allocated for this purpose were used to purchase duplicate materials in microbiology, biochemistry, genetics, bacteriology and biomedical engineering. In addition, the usual services were provided for teaching departments requiring assistance with collection development in the faculties of Agriculture, Engineering, Science and the School of Household Economics.

General Sciences acquisitions for the year included 4,710 monographs, 3,603 new documents, and 30,524 documents transferred from the Documents collection in the Rutherford Library. All of the government agencies publishing material relevant to disciplines of interest to General Sciences have now been transferred to this department. The science reference collection was increased by 231 new titles and 1,667 new standards. The number of back volumes of periodicals added was 5,393, while new periodicals subscriptions placed were 368. The total acquisitions for the department amounted to 44,569 volumes.

The orientation and instruction programme followed the normal pattern of numerous individual instruction sessions and many formal lectures and tours. These were arranged on request. General Sciences reference and information services answered 19,119 reference questions and 228 literature search questions. These figures do not include casual, directional or catalogue assistance queries. The staff continued checking relevant bibliographies and secondhand catalogues for desiderata, both for library representatives and for the collection development programme of this department. No new bibliographies were compiled this year because of staff shortages. The quarterly updating of our computerized periodicals list for General Sciences and branches edited by Mrs. Ivana Raletich was given top priority.

The SDI Committee of General Sciences and Medical Sciences departments distributed brochures and bookmarks describing their services. This resulted in an increase of interest and several new profiles were processed by General Sciences.

From General Sciences 77,256 volumes, an increase of 20% over the previous year, were circulated for external use.

Physical Sciences Reading Room

Mrs. Teresa McWilliams, Supervisor of the Physical Sciences Reading Room, reports that there was a marked decrease in the number of new and added copies of books received, in comparison with the figures of the previous year. However, the number of items received in the periodicals department increased, both in new subscriptions and back orders.

The number of current periodicals now being received reached 600. Of the 616 new titles and added copies received 179 were sent to Computing Science; 148 of the periodical subscriptions are housed in the latter department.

The external circulation was 9,560, while the internal was 48,619. The reading room sent out 3,847 recall requests.

Mathematics Reading Room

Mr. Masood Ahmad, Supervisor of the Mathematics Reading Room, reports that in spite of the drop in student enrolment there was a steady increase in circulation and library use. The reading room circulated 9,335 volumes externally, an increase of 13.4%, and 13,417 books internally, an increase of 28%. The reading room despatched 2,395 recall requests.

The collection added 1,468 new volumes, and placed subscriptions for 42 new journals.

Engineering Reading Room

Mrs. Lynne Thompson, Supervisor of the Engineering Reading Room, reports that 3,818 volumes were circulated externally, an increase of 948. The recorded attendance was 6,726 persons. One hundred volumes were borrowed from the Engineering Reading Room in response to interlibrary loan requests from other institutions.

Acquisitions were as follows: 177 bound back-volumes of journals, 416 new books, 48 added reference volumes, and 36 new periodical subscriptions. The total collection contains 4,133 volumes, while periodical subscriptions number 91.

MEDICAL SCIENCES LIBRARY

Miss Phyllis Russell, the Medical Librarian, reports on collection development as follows:

The Medical Sciences library added 4,340 books and 3,573 bound journal volumes to bring the collection to almost 75,000 volumes. Back files of periodicals in the field of medicine are relatively accessible, and therefore approximately one-half of the Faculty of Medicine allocation was spent in this manner. On the other hand it is extremely difficult to of Health Services Administration is still the heaviest user of this service, obtain such files for the areas of nursing and dentistry and there are therefore still gaps that should be filled in these subjects in our collection. The interlibrary loan record shows that the relatively new Department indicating the need for further strengthening of this subject area.

The department answered 11,974 reference inquiries, including 1,511 lengthy ones. The library filled a total of 1,726 requests for xeroxing of library materials by physicians practising both in and outside the city of Edmonton. The total of pages xeroxed was 136,993.

Library orientation was offered to students in all the health science faculties in a total of fourteen lectures.

The Medical Librarian gave consultative services to the Alberta Hospital and the Department of Health and Social Development in the establishment and management of their libraries. A meeting was also held with the Executive Director's Committee, General Hospitals Division, Edmonton Regional Conference of the Alberta Hospital Association. The library circulated 45,559 volumes externally, an increase of 11%. The number of books and journals circulated to hospitals in Edmonton, other than to the University Hospital, was 1,338.

The John W. Scott Reading Room

This library, which is operated in the University Hospital and largely funded by the hospital, circulated over 49,723 books and journals. The external circulation was 10,354, a 14% increase, while the internal circulation was 39,369, an 11% increase over last year. There were 4,023 volumes delivered via the shuttle service from the Medical Sciences Library.

LAW LIBRARY

"Last year was the year of anticipation and this the year of realization" writes Professor Peter Freeman, the Law Librarian. The completion of the construction of the Law Centre, and the installation of its furniture was delayed beyond the scheduled date, and consequently, after the library was moved, only a short time remained before the commencement of the fall term. By hard work on the part of the library staff all difficulties were overcome.



The main catalogue of the Law Library.

There was an increase in the use of the library and in response the hours were extended. With the greater number of students, a larger number of books were misplaced in the library and pointed to the need for more frequent shelving, a reserve collection, and more copying facilities.

The additional staff approved for this year were most welcome. Mrs. Muriel Lefebvre's transfer from the Education Library enabled the Law Library to make one individual responsible for government documents. The value of this has been seen in improved service and control of this part of the collection. The additional staff members enabled us to cope with the increased enrolment.

The Law Library added 8,117 volumes consisting of 3,841 texts, 80 reference books, 1,673 periodical volumes, 1,926 report volumes, 597 state and code volumes as well as 1,743 government documents and 400 microfiches. The library is adding to its micromaterials collection with the purchase of pre-1865 reports as well as placing an order for the pre-reporter system state reports. The effort in the future will be to keep the collection current, to fill gaps in our Canadian materials, to complete the United States statutes and codes, and to duplicate or replace items where necessary.

The staff assisted and participated in the Legal Process course for first-year law students. The library distributed a new edition of our Legal Research Guide, revised with the assistance of faculty members. Negotiations were completed with the Law Society of Alberta which resulted in an agreement to give reference service and xeroxing service to members of the profession on a trial basis for a year.

EDUCATION LIBRARY

Mr. Dwain Weese was appointed Education Librarian in mid-October following the resignation of Miss Nancy Pappas. During the interim the library was ably directed by Miss Diane Rhyason. The year saw changes in the operation of the library. The centralization of the administration of circulation services on campus necessitated certain adjustments in the Education library, particularly as these related to the circulation of audiovisual materials from the Curriculum library. Another major change was the evacuation of the third floor, which had been used by the School of Library Science, thus providing much needed space for the periodicals section and providing general reading space.

The work of the reference services on all three floors of the library increased considerably as the result of a greater demand. The close relationship between the Curriculum Materials Preparation Area

staff and the Curriculum Library staff was continued, and the Curriculum Laboratory Advisory Committee met regularly with the staff of both areas. The Faculty of Education Library Committee met on a regular basis and a good rapport was established.

The size of the book collection has grown to 118,410 volumes. During the year 7,638 books were added to the pedagogical collection and 4,280 books to the curriculum collection, the total representing an 11% increase. The books in the class "Z", which had been housed in the library primarily for the use of the Library School, were moved. An inventory taken of the audiovisual collection showed that as of March 31, 1972 the actual number of items in this collection totalled 127,291, representing 11,269 titles. The greatest number of holdings is in filmstrips, followed by filmloops. Of periodicals, the library subscribes currently to 1,014, of which 86 are duplicate subscriptions. The slight increase in titles received was offset by the cessation of publication of 129 titles, whilst another 28 have been superseded by new titles. The library has 3,968 reels of microfilm, of which 692 were added. The collection of Educational Research Information Centre (ERIC) documents continues to increase the microfiche holdings at a steady rate. Approximately 12,329 sheets of fiches were added, bringing the total to 76,449.

One major project undertaken by the Education Library several years ago was completed this past year, namely the microfilming of Faculty of Education theses, doctoral theses up to 1968, and master's theses from 1960. The new regulations of the Faculty of Graduate Studies and Research will require all students to submit one unbound copy to the National Library for microfilming.

Two audiovisual programmes were prepared which have helped tremendously with library orientation. The slide-tape Audiscan Programme, which provides for individual consultation on the use of the card catalogue, was favourably received by library users. A slide-tape orientation covering the total Curriculum Laboratory services and facilities was produced in the summer of 1971. The programme was presented over 80 times. Orientation tours and lectures on the use of the periodical indexes and abstracts were also given. Special talks were given to various groups about indexing and abstracting services, reference materials, and new curriculum materials in their subject areas.

Reference service continued to improve with staff stability. Evening reference service was continued this year during the week night hours of opening.

The technical service unit continued to index the material added to the Curriculum Laboratory. As the number of education periodicals to be indexed from the Prairie Provinces has so greatly increased, a

second indexer was needed to share the load. Since no other educational institution on the Prairies was willing to provide the needed help Mr. Malcolm Duncan consented to assist Mr. Patrick Roy with the indexing of Prairie journals for the Canadian Education Index.

The Education Library accounted for 29.4% of the total University Library external circulation.

Physical Education Reading Room

The long-awaited renovations in the Reading Room have been completed, but it still lacks adequate space. The collection grew by 33%, or 744 new books, to 2,969 volumes and received 103 periodical subscriptions. Security of the collection continued to be a major problem in an area not adequately staffed. The total number of books circulated for external use was 17,322, an increase of 3,212.

SPECIAL COLLECTIONS DEPARTMENT

Mr. Brian McMullin, Special Collections Librarian, reports as follows:

Among the important books bought were a 'special' copy of the Trianon Press facsimile of Blake's *Europe*, with progressive plates, proofs, guide sheet and stencils, and the Urs Graf edition of *The Book of Kells*, which was bought in conjunction with the English Department. The Cuala Press collection is now complete for the 77 regular publications, and includes a few of the privately-printed works, and all but one of the 108 *Broadsides*. About fifty D. H. Lawrence items were added and about fifty by W. B. Yeats, making both author collections particularly strong. Lesser purchases were made for our collection of Bunyan, and with the supply of desirable items rapidly diminishing, and prices inevitably rising just as rapidly, it is going to be increasingly difficult to add to it.

Buying done from the Special Collections fund represents only a small proportion of the material coming into the department, since most of the buying in the Humanities and Social Sciences is done by teaching departments. Why some of the individual titles are purchased by the departments can only be a matter of speculation, but for some it is difficult to see anything but opportunism or late-season spending as the motive.

Though only 453 titles were catalogued from the backlog (compared with 397 last year), a further 858 titles came from other sources, including an undetermined number that would formerly have gone to the backlog. Also included in the 858 are titles from the Salzburg collection, which is being catalogued by Mr. Adam Kantautas, the early titles from the Woods collection, and miscellaneous circulation problems that would in earlier years have gone to Closed Stacks. The backlog now stands at 2,975 titles compared with 1,706 at the end of last year. Material has been sent to Cataloguing on a basis partly of assumed urgency and partly of chronology. Of the 2,975 titles details of 1,243 pre-1801 imprints have been forwarded to the HPB project at the University of Western Ontario,

so that within a month or two a printout of these 1,243 (plus about 1,500 other Alberta contributions) should be available as a temporary catalogue.

One hundred and fifty-nine titles were transferred from the open shelves though several hundred more have been identified and charged out to Special Collections pending formal transfer.

The bulk of the circulation is internal but because of the nature of the materials being used in the reading room, a manual charge is invariably made for each transaction and readers are required to surrender their library card while using materials. The total circulation was 6,153, compared with 4,593 last year.

The Spring 1971 Convocation produced 267 new theses for the collection (181 Masters, 86 Doctoral) and the Fall Convocation a further 400 (297 Masters, 103 Doctoral). The thesis collection now comprises 5,535 volumes, which generated 2,177 internal loans during the year. The major accomplishment of the year was the completion by Miss Yvonne Fenton of a subject catalogue for the thesis collection. The new catalogue, which is based on a modified key-word-in-title approach, is more fully described in *News from the Rare Book Room*, No. 14. The circulation figures show that the use of theses accounts for half the internal circulation. Theses are being used by all levels of the university community and by external researchers, not simply by incestuous thesis writers and a number have been required reading for certain classes during the year.

The library of the late Mr. Robert J. Woods of Los Angeles has languished uncatalogued in the Special Collections stacks for four years, and in the normal course of events would have remained there indefinitely, occupying space urgently needed. But processing has now begun, and hopefully the bulk of the 7,000 volumes will have at least passed through the Order Department by mid-summer.

After a residence of several years in the Department of Germanic Languages, the Georg Kaiser collection has returned to the custody of the Library.

UNIVERSITY ARCHIVES

In his opening remarks Mr. James Parker explains the function of the University Archives.

The causes, philosophy, policy, people, and performance of Canadian universities are poorly documented. Their wealth of information lies hidden away in warehouses, vaults and in some cases it is being burned. It is impossible to understand the factors involved in the development of universities without reference to this material. The public today, acutely aware of the cost of education, is asking, What have universities done in the way of advancing knowledge and assisting in the achievement of a better civilization? The University of Alberta is one of the few Canadian universities which has taken a responsible position in preserving and making available its chapter in the story of higher education in Canada. By providing a source to intellectual and social history, the archives assist in developing the character, influence and tradition of the University.

An Archives Committee was organized in 1963 to draft a procedure and to help establish a liaison with other repositories. The University Archives are operated as part of the University Library's budget, and the Archivist reports directly to the Chief Librarian. There is presently a staff of three.

The main items of business discussed at the Archives Committee meetings were the proposal of a University Records Retention and Disposition Policy, and approval of a space and planning projection for the Archives.

Following a questionnaire in 1970, the Archivist presented a report which indicated a need for better procedures and control over inactive university records. The Committee considered and approved a policy for University Records Retention and Disposition which was forwarded to the President. The Board of Governors received the policy and invited comments from the University community. The Committee is now preparing a revised policy in the light of these comments.

The Archivist attended three conferences during the year and visited the archives of three American Universities.

During the past year there were over 388 reference enquiries. Major users include various offices of the University, faculty members and students. The Archives provided assistance in the preparation of two major studies by faculty members.

A handwritten signature in cursive script, reading "Bruce Peel". The signature is written in dark ink and is positioned above the printed name.

Librarian to the University



Frog (*Rana gargantua*?) making a display of itself in the Education Curriculum Library.

APPENDICES

1. Circulation Statistics.
2. Library Publications.
3. Selective List of Notable Acquisitions.
4. List of Donors.

EXTERNAL STATISTICS 1971-72

	1970-71	1971-72	% Inc/Dec	% of 1971-72 Total
CAMERON LIBRARY				
Main Circulation				
(2nd, 3rd, 4th and 5th floors)	267,161	308,095	+ 15.0	31.3
General Sciences (4th floor)	63,870	77,256	+ 20.0	7.8
Medical Sciences (5th floor)	40,940	45,590	+ 11.0	4.6
Periodicals	7,450	5,958	- 20.0	.7
*Reserve Reading Room	5,904	383	—	—
**Special Collections	—	828	—	.1
TOTAL	385,325	438,110	+ 13.0	44.5
EDUCATION LIBRARY				
Main Circulation	160,709	184,357	+ 15.0	18.7
Reserve Room	55,974	55,570	— .7	5.6
Curriculum Lab.	83,297	50,578	- 39.0	5.1
TOTAL	299,980	290,505	- 3.0	29.4
UNDERGRADUATE LIBRARY				
Main Circulation	111,231	124,340	+ 11.0	12.6
Reserve Room	94,556	71,307	- 24.0	7.3
**Library Science Reading Room	—	2,926	—	.2
TOTAL	205,787	198,573	- 3.0	20.1
DOCUMENTS	7,965	6,314	- 20.0	.7
LAW LIBRARY	52,538	6,808	- 87.0	.6
ENGINEERING LIBRARY	2,870	2,748	- 4.0	.2
JOHN W. SCOTT LIBRARY	9,013	10,354	+ 14.0	1.1
MATHEMATICS LIBRARY	8,233	9,335	+ 13.0	.9
PHYSICAL EDUCATION LIBRARY	14,109	17,287	+ 22.0	1.7
PHYSICAL SCIENCE LIBRARY	10,720	9,560	+ 10.0	.9
TOTAL	996,540	989,594	- .7	100.0

*Cameron Reserve Room closed April 30/71.

**Comparison not valid.

LIBRARY PUBLICATIONS

ADMINISTRATION

ADMINISTRATIVE DOCUMENTS, Nos. 14-18.
LIBRARY INFORMATION BULLETIN, Nos. 96-99.
LIBRARY STAFF INFORMATION BULLETIN, Nos. 99-102A.
title changed to:
LIBRARY STAFF BULLETIN, Nos. 1-2.
REPORT OF THE UNIVERSITY LIBRARIAN, 1970-71.

GENERAL SCIENCES DEPARTMENT

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SPECIAL COLLECTIONS

NEWS FROM THE RARE BOOK ROOM (No. 14, January 1972)
UNIVERSITY OF ALBERTA THESES (28 pp.) (1971 Fall).

UNIVERSITY ARCHIVES

DESCRIPTIVE INVENTORIES—RECORD GROUPS; DESCRIPTIVE IN-
VENTORIES—MANUSCRIPT GROUPS (In the Annual Report of the
University Archivist) (March 1972).

SELECTIVE LIST OF NOTABLE ACQUISITIONS

Collections

Anarchism, Syndicalism and the Industrial Workers of the World.
140 items, including many searee pamphlets.

Little Press books: Approximately 200 titles from modern little presses,
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War Poetry: A collection of war poetry, mainly of the First World
War, including numerous searee items.

(Very few collections were ordered, partly because the size of our
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creased funds make selectivity more important.)

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